



Further Particulars

Development Office Assistant

About the College

University College ('Univ') founded in 1249, is the oldest educational foundation in Oxford. The College has approximately 360 undergraduate students, 200 graduate students and 50 Fellows. Similar to other Oxford colleges, Univ is an independent, self-governing establishment. Univ is headed by the Master and lead by the Governing Body of Fellows, which has overall responsibility for all aspects of running the College.

Univ has an endowment of over £140 million and a mature and well-established fundraising programme. It is one of the leading Colleges in Oxford for fundraising and alumni relations and amongst the most widely supported Annual Funds of UK higher institutions by a considerable margin.

The Development Team

The Development Team is primarily responsible for alumni relations and fundraising. They enable students to keep in touch with other members of the Univ community and with the College after they graduate. They also organise events for Old Members (alumni) including subject reunions, Gaudies (year group reunions) and special conferences and seminars. While each member has specific responsibilities, it is a friendly 'all hands on' office where considerable teamwork is welcomed and expected.

The Role

This is a new post created in response to the increased administrative activity of the development office. The post holder will report to the Development Operations Officer and be responsible for providing routine administrative support to staff members carrying out various fundraising activities. The role requires involvement across a wide range of fundraising and alumni activities and there is scope to shape the responsibilities of the post according to the experience of the individual. Further details of the duties are provided in the *Job Description*.

Pay and Benefits

The post is on the University of Oxford Grade 4 scale: £22,417 - £25,941 per annum. This is a permanent, full time position (based on a standard 36.5 hour week). The post-holder will be expected to work flexibly depending on business needs, including extra hours on occasions, for which TOIL will be given.

The post carries with it generous benefits, including:

<p>Annual Leave 30 days' annual holiday excluding bank holidays*</p>	<p>Free Lunches While on duty and if the kitchens are open</p>	<p>Pension Membership of the USS Pension Scheme</p>
<p>Employee Assistance Programme</p>	<p>Occupational Sick Pay</p>	<p>Bus Pass Purchase Scheme</p>
<p>BUPA Health Care Insurance with access to spouse/partner and children</p>	<p>Enhanced Maternity Pay</p>	<p>Bicycle Purchase Salary Sacrifice Scheme</p>

*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate's right to work in the UK and the receipt of satisfactory references.

How to apply

Applicants are asked to submit a completed application form (available below) and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk. Alternatively, you can post your application form and other documents to the HR Coordinator, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is 12.00pm on **20 September 2019**. The interviews will be held on **27 September 2019**.

The College is an equal opportunities employer, therefore, applicants are asked to complete the confidential and anonymous recruitment monitoring form.